

**Microsoft® PowerPoint® 2010, Project 4**

**Project Overview**

In this project, students will create a presentation from an existing Microsoft® Word 2010 Outline as well as create an outline from a presentation.

**Project Goals**

The goal of this project is to help students learn to create a presentation from an existing Microsoft Word Outline and to create an outline from a presentation. Students will learn to delete slides and text as well as format text in the outline pane. Students will also learn to rearrange slides within the presentation.

**Institution type:**

High School

**Skills covered**

After successfully completing this lesson, students will be able to:

* Create a blank presentation
* View and enter text in an outline
* Insert an outline from Microsoft Word 2010
* Change the view of an outline
* Select text and delete slides in the outline
* Rearrange slides, paragraphs, and text
* Format text in an outline
* Send an outline or slides to Word
* Save a presentation as an outline



**Student Assignment:**

The librarian at your school, Northside High School, asks you to give a presentation showing other students how to use the library’s online research site. You gladly take on the task and begin by creating an outline of the steps students will need to take in order to log into the library’s system. After creating an outline, you will need to create the presentation in Microsoft® PowerPoint® 2010.

1. Create a new presentation using the outline named Project4\_studentdata\_outline.
2. Delete Slide one.
3. Review slides and alter any slide layout, if necessary. (slides 1 and 6)
4. Save the presentation as Project4a\_complete in the PowerPoint 2010 folder on your network drive.
5. Enter your name in the subtitle area of slide 1.
6. Apply any design theme.
7. Add a new title only slide to the end of the presentation that includes the following information:

Northside High School Library

998-555-1212

library@northside.lib

1. Center and resize the text box for the title only slide.
2. Save as *Project4b\_complete* in the PowerPoint folder on your storage device.
3. Save the presentation as an outline.
4. Name the file Project4c\_complete in the PowerPoint folder on your storage device.